



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Larry J. Monteilh, Executive Officer
Clerk of the Board of Supervisors
383 Hall of Administration
Los Angeles, California 90012

All Department/District Heads

At its meeting held July 28, 1992, the Board took the following action:

60

Supervisor Dana made the following statement:

"Public criticism has escalated over the last several months regarding the broad powers of the Chief Administrative Officer.

"The media and the Grand Jury have expressed concern that the Chief Administrative Officer's contracting authority is not adequately monitored.

"Other County Department Heads are generally restricted in their personal technical services contracting authority to no more than \$5,000 for purchases. Moreover, they do not have expense accounts.

"While it is often necessary for the County to contract for special services without waiting for formal Board action, these contracts should be entered into only under close control and monitoring by the Board of Supervisors.

"Furthermore, the revolving fund often referred to as the Chief Administrative Officer's 'expense account' should be under the direct control of the Board of Supervisors, rather than the Chief Administrative Officer."

(Continued on Page 2)

Syn. 60 (Continued)

After discussion, on motion of Supervisor Dana, seconded by Supervisor Molina, unanimously carried, the Board took the following actions:

1. Instructed that the Chief Administrative Officer shall be generally limited in his personal technical services contractual authority (except as indicated below) to \$5,000 for purchases, which is the limit of authority of other Department Heads;
2. Instructed that the Chief Administrative Officer's previously delegated contracting authority shall be exercised in the future only when countersigned by the Auditor-Controller and the Executive Officer of the Board. A report of such contracts must be made to the members of the Board monthly;
3. Instructed County Counsel to prepare and return to the Board an ordinance transferring the revolving fund under Los Angeles County Code Section 5.40.340 from the Chief Administrative Officer to the Executive Officer of the Board of Supervisors, and instructed the Executive Officer of the Board to develop expenditure guidelines for approval by the Board, including expenditure review approval by the Chairman of the Board; also instructed the Chief Administrative Officer, County Counsel and the Executive Officer of the Board of Supervisors to report on how to implement this motion and the portion of Supervisor Antonovich's attached motion of July 21, 1992, (Synopsis No. 69) regarding contracting guidelines with uniform application to all departments; and
4. Prohibited all County Department/District Heads, including the Chief Administrative Officer, from undertaking any refurbishing projects of County offices where the total cost of the project is more than \$100,000 without prior formal Board approval.

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Attachment

Copies distributed:
Each Supervisor